

California Energy Commission



CLASSIFICATION: Staff Services Analyst (General)

TENURE/TIME BASE: Permanent/Full-time

SALARY:
 Range A: \$2,817 - \$3,426
 Range B: \$3,050 - \$3,708
 Range C: \$3,658 - \$4,446

LOCATION: Sacramento, CA

FINAL FILING DATE: **October 27, 2008**

Under the direct supervision of the Deputy Director, Fuels and Transportation Division, the incumbent performs a variety of analytical and consultative staff tasks and limited clerical tasks.

DUTIES AND RESPONSIBILITIES:

- Grant liaison to the Grants and Loans Office. Assist staff in preparation, coordination, and management of grants/ loans. Analyze grant and loan program expenditures and fiscal management information for consistency with grant budget amounts, allowable cost standards, budget revisions, reporting provisions, and other financial management terms and conditions. Review grant/loan payment requests to determine whether the appropriate supporting documents are provided with the Grant/Loan Payment Request from the grantees, confirm that the package is complete, and verify its progress through the division's payment authorization process. Monitor grant/loan term dates for state and federal funding expirations. Report monthly to management and notify staff of critical time line requirements for grants/loans expiring for no-cost or cost-sensitive time extensions. As necessary, work with grant/loan managers to resolve issues associated with invoices and term dates.
- Legislative liaison. Review all incoming legislative bills that may affect the Fuels and Transportation Division to determine proper staff assignment for preparation of bill analysis, coordinate preparation of analysis between the offices within the division and/or other divisions where needed; ensure that due dates are met and analysis is prepared in a manner consistent with departmental policy, review staff prepared bill analysis and submit to Deputy Director for signature approval. Transmit completed bill analysis to the Office of Governmental Affairs. Assist in the preparation of legislative concepts and legislative proposals for the Fuels and Transportation Division.
- Division's liaison to the Business Services Office. Coordinate all business services related activities such as purchasing major and minor equipment, and office supplies; sign off on purchase requisitions, develop floor plans and coordinate all space action

RPA 600-227

Position # 600-5157-001

Ok EO 10-15-08

- requests, including telephone line installation and repair. Analyze the Division's operating budget and expenditure information to ensure that expenditures do not exceed allocation and recommend corrective action to Division management when needed.
- Division's liaison for the University Enterprises, Inc. contract. Identify student budget needs, prepare necessary work plan documents to obtain division's annual student budget, prepare monthly expenditure reports to manage the funds, identify potential problems and provide recommendations for resolution. Prepare student duty statements and recruitment documents; review and analyze student documents to verify employment eligibility, set hourly salary rate for hires, and prepare required forms to initiate hire, and when appropriate determine proper salary range changes for students and prepare documents to initiate salary ranges; provide orientation for new students; review and approve time sheets; ensure that student separation forms are prepared and processed upon determination that employment eligibility is not met.
- Perform limited clerical functions.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have:

- Ability to work well under pressure, meet deadlines, think clearly, analyze problems, and take effective action
- Excellent analytical and report writing skills including proper grammar and punctuation rules, and the ability to reason logically and creatively while utilizing a variety of analytical techniques
- Excellent communication skills including the ability to follow instructions and communicate ideas and thoughts effectively with a large diverse technical staff
- Excellent interpersonal skills, including a proven ability to work in a team atmosphere under pressure effectively, as well as independently and at own initiative
- Excellent organizational skills and ability to prioritize and schedule work effectively
- Ability to type accurately at a speed of 45 words per minute
- Proficiency on a personal computer and familiarity with Microsoft Word, Excel, PowerPoint, and Access

WHO MAY APPLY: All interested eligible persons are encouraged to apply. Applicants must have either transfer, list, reinstatement, or SROA/Surplus eligibility. Please indicate your eligibility for this classification on the state application form, STD. 678. Applications will be screened for experience and only the most qualified and SROA/Surplus candidates will be contacted for an interview.

INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:

Emily Oren (RPA 600-227) Personnel Office 1516 Ninth Street, MS-3 Sacramento, CA 95814-5504 (916) 654-4100	California Relay (Telephone) Service for the Deaf or Hearing-Impaired From hTDD Phones: 1-800-735-2929 From Voice Phones: 1-800-735-2922